

RESEARCH FOR VENDOR'S INVOICE PAYMENT INFORMATION - ADMINISTRATIVE UNITS

3674

(1987)

Purpose/Use: Request status of vendor payment.

Reference/Authority: Accounting Procedures Handbook, Sections 3673, 3675, and 3761.

Source: Purchaser/Finance.

Forms/Related Documents: AFAS Vendor Report - History Payment Record;
CALSTARS Report CSTARH01;
Payable Document;
Request for Duplicate Controller's Warrant, STD 435;
Request for Payment Information, AO-57.

Due Date(s): As required.

Distribution: Two copies AO-57 to DAO;
One copy of AO-57 to Region Office (as directed);
One copy of AO-57 to administrative unit file.

In response to a vendor's payment inquiry, research AFAS Vendor Report - History Payment Record [see Accounting Procedures Handbook, Section 3761, suspense file, or log, permanent document file and CALSTARS Report CSTARH01 to obtain information needed to prepare Request for Payment Information (AO-57).

Forward original and one copy of completed AO-57 to DAO-claims, one copy to RO, if so directed, and place one copy in pending file.

DAO-Claims will research CALSTARS records as per Accounting Procedures Handbook, Section 3675.

- If there is no evidence of processing, a copy of the payable document will be requested.
- If there is evidence that the document was processed for payment, a Request for Duplicate Warrant, STD (435) will be prepared and forwarded to the Controller's Office per Accounting Procedures Handbook, Section 3673.

- If check was issued by DAO-ORF a copy will be requested from that unit.
- DAO-Claims will complete bottom portion of AO-57 attaching photocopy of warrant/check if available and return to administrative unit.
- If warrant is outstanding, DAO will forward first page of STD 435 to vendor for completion.

Advise vendor of status of payment.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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